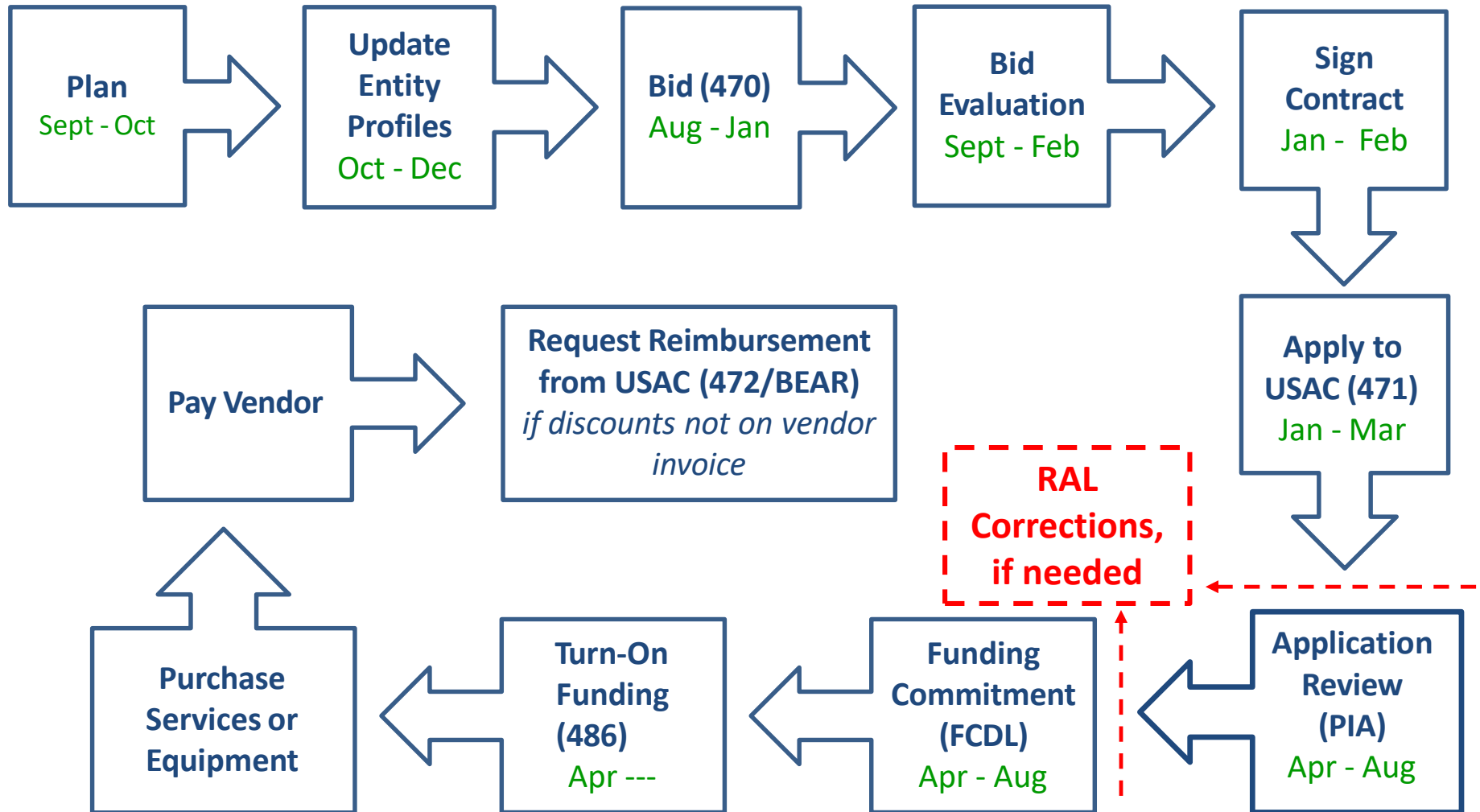


Submitting Form 471 Changes RAL Modification Process FY 2020



Presented by Julie Tritt Schell
PA E-rate Coordinator
for the Pennsylvania Department of Education
February 2020

You are **here** in the E-rate process:



What is the RAL?

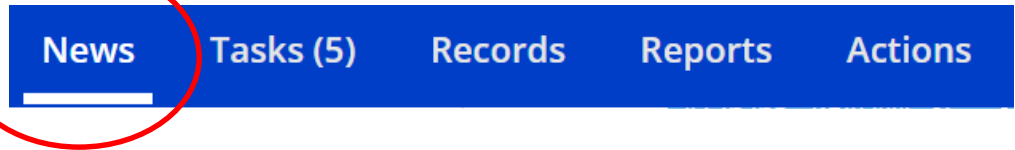
- RAL stands for Receipt Acknowledgement Letter
- RAL Correction Process can be used to make certain changes, including adding omitted FRNs, to a submitted application
 - SPIN Changes and Service Substitutions also may be submitted via RAL corrections, pre-commitment
 - For a list of allowable corrections go to <https://www.usac.org/e-rate/applicant-process/competitive-bidding/ministerial-clerical-errors/>
 - RALs may not be submitted post-funding commitment
- RALs are accessed in EPC by finding the submitted Form 471, and following the steps under Related Actions
- RAL Correction requests will be reviewed by PIA reviewers as they review your Form 471 application

Options for RAL Corrections

- When you enter the RAL Correction module, you will be asked if you want to make changes to the “Application” or to the “Entity”
 - ‘Entity’ changes will relate just to your organization and your schools’ and libraries’ including their addresses, enrollment/NSLP data, etc.
 - Most applicants will choose ‘Application’ as this relates to all of the funding requests in your application
- Depending on which you choose, there will be sub-topics that also must be selected
- If you find that a needed change isn’t available to be made in the RAL module, simply create the change in a Word document, and upload it in the RAL Correction Module

Where to Find the RAL

- Receipt Acknowledgment Letter is paperless and issued electronically in EPC
- Appears in Newsfeed

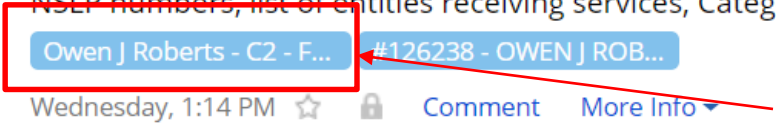


E-rate Productivity Center This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received OWEN J ROBERTS SCHOOL DISTRICT's FCC Form 471 - 201011070 for Funding Year 2020 on 2/12/2020. Each service provider featured on this form will also be notified of the information submitted for the service provider.

It is important that you review this form now to make sure the products and services you have listed on your FCC Form 471 are correct and complete, and if necessary, take the appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form, but not others. For fields that allow a correction, you will be able to edit the information in the form field directly. To determine what corrections are allowed and why, see the "List of Correctable Ministerial and Clerical Errors" on our website.

NEXT STEPS

- Gather the documentation you used to complete your form and the entries in your profile (e.g., NSLP numbers, list of entities receiving services, Catego [...More](#)



Click on the Form 471 Nickname to find the Form 471, or search feature at bottom of EPC Landing Page

Submitting RAL Corrections

Owen J Roberts - C2 - FY 2020 - #201011070

Summary

Funding Requests

Review Inquiries

Discount Calculation

Entity Information

News

Related Actions

Incomplete

Certified

In Review

Outreach

Wave Ready

Review Status Assigned to IR

Application Information

Nickname Owen J Roberts - C2 - FY 2020

Created Date 2/12/2020 12:30 PM EST

Application Number 201011070

Funding Year 2020

Window Status In-Window

Category of Service Category 2



Respond to Inquiries

Answer Reviewer Questions.



Submit Modification Request (RAL)

Submit a RAL Modification Request for this Application

- Select **Related Actions** located at the top of the screen.
- Click **Submit Modification Request (RAL)** to choose what you would like to change on the Form 471.

Submitting RAL Corrections

Form 471 Modification Request

Would you like to request changes to an entity or this application?

APPLICATION **ENTITY**

[> RAL Request Help](#)

DISCARD REQUEST **FINISH & SUBMIT REQUEST**

- Your Application: Select **Application** and choose one of the following in the dropdown.
- From the **Form 471 Modification Request** screen, you can make changes to:
 - Application Details
 - Funding Request Details
- Your Entity: Select **Entity** and choose one of the following.
 - BEN
 - Related Entities

Application Corrections

Form 471 Modification Request

Would you like to request changes to an entity or this application?

APPLICATION ✓ ENTITY

Select the sub-category you want to modify

Please select a value

Application Details

Funding Request Details

Application Details

How would you like to proceed?

CANCEL APPLICATION EDIT APPLICATION

- If you click the "**Application**" button and then choose "**Application Details**" from the dropdown, a "Continue" button will appear. When you click "Continue", you have two choices:
 - Cancel Application
 - Edit Application

Canceling an Application

Application Details

How would you like to proceed?

CANCEL APPLICATION ✓ EDIT APPLICATION

BACK CONTINUE

Are you sure you want to cancel this application?

NO YES

"Cancel Application" allows you to cancel your FCC Form 471, but you will be prompted to respond before your application is canceled.

Edit Application

Application Details

How would you like to proceed?

Application Nickname *

FY2019 District 18 Cat 1 Form 471

Main Contact Person *

School District 18 User 1
School District 18 User 1 school.district18.user1@mailinator.com
555-555-5555 x

Please select a main contact person by typing the contact person's name or email address.

Enter Holiday Contact Information

Please provide any alternate contact information to use during holiday/ vacation period including the name of any alternate contact person and how best to reach them.

Supporting Documentation

After making modifications above, please use the fields below for uploading any documentation in support of the modifications. Requests that contain only changes made to the fields below will be considered incomplete and will not be able to be submitted.

Upload File

Document Description

"Edit Application" allows you to modify the application nickname, the contact person, and the Holiday Contact Information.

- To edit the main contact, click on the "X" next to the contact's name, and then search EPC for the correct user.
- You can then upload support documentation to explain the correction.

Funding Request Details

Form 471 Modification Request

Would you like to request changes to an entity or this application?

APPLICATION ✓

ENTITY

Select the sub-category you want to modify

Funding Request Details

Funding Requests

<input type="checkbox"/>	FRN	↑	Nickname	Number of Line Items
<input type="checkbox"/>	2099013431		UPS - TrippLite - ePlus	1
<input type="checkbox"/>	2099013438		Firewall - Palo Alto - ePlus	1
<input type="checkbox"/>	2099013442		Switches - Cisco - ePlus	5

ADD FRN

VIEW LINE ITEMS

EDIT FUNDING REQUEST

EDIT PURCHASE AGREEMENT

- If you click the "**Application**" button and then choose "**Funding Request Details**" from the dropdown, you see a list of the funding request numbers (FRNs) on this form.
- From there, you can choose:
 - "**Add FRN**" to create the key information for a new FRN.

Funding Request Details

Select the sub-category you want to modify

Funding Request Details

Funding Requests

<input type="checkbox"/>	FRN	Nickname	Number of Line Items
<input type="checkbox"/>	2099013431	UPS - TrippLite - ePlus	1
<input type="checkbox"/>	2099013438	Firewall - Palo Alto - ePlus	1
<input checked="" type="checkbox"/>	2099013442	Switches - Cisco - ePlus	5

[ADD FRN](#) [VIEW LINE ITEMS](#) [EDIT FUNDING REQUEST](#) [EDIT PURCHASE AGREEMENT](#)

If you check the box next to an FRN, you can select "**View Line Items**" for that FRN to make additional modifications.

Funding Request Details

Funding Request Line Items						
<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input checked="" type="checkbox"/>	2099013442.001	Data Distribution	Switch	0	3	\$22,218.00
<input type="checkbox"/>	2099013442.002	Data Distribution	Switch	0	3	\$8,280.00
<input type="checkbox"/>	2099013442.003	Transceiver	Transceiver	0	4	\$1,471.44
<input type="checkbox"/>	2099013442.004	Transceiver	Transceiver	0	8	\$8,580.48
<input type="checkbox"/>	2099013442.005	Data Distribution	Switch	0	1	\$966.00

1 - 5 of 5

[EDIT LINE ITEM](#) [MANAGE RECIPIENTS OF SERVICE](#)

If you check the box next to an FRN Line Item, you can:

- **"Edit Line Item"** to change Purpose, Bandwidth Speed, Connection Info, or Cost
or
- **"Manage Recipients of Service"** to remove or add recipients of service

Edit Line Items

Product and Service Details for FRN Line Item #2099013442.001

Type of Internal Connection *

Data Distribution 

Type of Product *

Switch 

Make *

Cisco Systems 


Model *

C9500-16X-EDU

Installation Included in Price?

Is the hardware for this FRN Line Item leased?

Cost Calculation for FRN Line Item #2099013442.001

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$0.00	One-time Unit Cost	\$7,406.00
Monthly Recurring Unit Ineligible Costs	\$0.00	One-time Ineligible Unit Cost	\$0.00
Monthly Recurring Unit Eligible Costs	= \$0.00	One-time Eligible Unit Cost	= \$7,406.00
Monthly Quantity	0	One-time Quantity	
Units	Each 	Total Eligible One-time Costs	= \$22,218.00
Total Monthly Eligible Recurring Costs	= \$0.00	Summary	
Months of Service	x 12	Total Eligible Recurring Costs	\$0.00
		Total Eligible One-time Costs	+ \$22,218.00

"Edit Line Item" view

Correct the information if necessary, and upload support documentation.

Supporting Documentation

After making modifications above, please use the fields below that contain only changes made to the fields below will be

Upload File

 *Drop file here*

Edit Funding Request

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Select the sub-category you want to modify

Funding Requests

<input checked="" type="checkbox"/>	FRN	Nickname	Number of Line Items
<input checked="" type="checkbox"/>	1999000015	FY2019 Bandwidth & IA	3

[ADD FRN](#) [VIEW LINE ITEMS](#) [EDIT PURCHASE AGREEMENT](#)

[>RAL Request Help](#)

If you check the box next to an FRN, and then "Edit Funding Request" you can:

– "Cancel FRN"

or

– "Edit FRN Key Information" such as FRN nickname or Narrative

Edit Funding Request details

Funding request details for FRN # 1999000015 - FY2019 Bandwidth & IA

* Funding Request Nickname: Service Type: Data Transmission and/or Internet Access

Narrative

Supporting Documentation

After making modifications above, please use the fields below for uploading any documentation in support of the modifications. Requests that contain only changes made to the fields below will be considered incomplete and will not be able to be submitted.

Upload File **Document Description**

Edit Purchase Agreement

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Select the sub-category you want to modify

Funding Request Details

Funding Requests

<input checked="" type="checkbox"/>	FRN	↑ Nickname	Number of Line Items
<input checked="" type="checkbox"/>	1999000015	FY2019 Bandwidth & IA	3

[ADD FRN](#) [VIEW LINE ITEMS](#) [EDIT FUNDING REQUEST](#) [EDIT PURCHASE AGREEMENT](#)

[>RAL Request Help](#)

If you check the box next to an FRN, you can:

- **"Edit Purchase Agreement"** to make certain changes to the information you originally entered regarding services provided under contract, tariff or MTM services.
 - Remember to consult list of allowable corrections at <https://www.usac.org/e-rate/applicant-process/competitive-bidding/ministerial-clerical-errors/>
 - If you chose contracted services and now want to associate a different contract record with your FRN, you must first create that new contract record in EPC in order for it to appear in your search results.

Edit Purchase Agreement

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Select the sub-category you want to modify

Funding Request Details

Funding Requests			
<input checked="" type="checkbox"/>	FRN	Nickname	Number of Line Items
<input checked="" type="checkbox"/>	1999000015	FY2019 Bandwidth & IA	3

[ADD FRN](#) [VIEW LINE ITEMS](#) [EDIT FUNDING REQUEST](#) [EDIT PURCHASE AGREEMENT](#)

[DISCARD REQUEST](#) [FINISH & SUBMIT REQUEST](#)

Edit FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

[SEARCH FOR CONTRACTS](#)

Contract Summary - ABC Provider - 5 Year Bandwidth Contract

Contract Number 1234567	Account Number 123-456-789
Establishing FCC Form 470 #180000253	Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date 1/5/2018	Includes Voluntary Extensions? Yes
Expiration Date (All Extensions) 6/30/2027	Remaining Voluntary Extensions 2
	Total Remaining Contract Length 84

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)

What is the service start date? *

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? *

Supporting Documentation

After making modifications above, please use the fields below for uploading any documentation in support of the modifications. Requests that contain only changes made to the fields below will be considered incomplete and will not be able to be submitted.

Upload File

Document Description

Associate a different contract once uploaded in EPC by clicking on "Search For Contracts"

Correct Contract Service Start Date or Expiration Date

Upload document to support modifications

Edit Entity Information

Form 471 Modification Request

Would you like to request changes to an entity or this application?

APPLICATION **ENTITY ✓**

BEN RELATED ENTITIES

> RAL Request Help

DISCARD REQUEST

Entity Level Changes
Please select Entity to modify

<input checked="" type="checkbox"/>	BEN Name	BEN	City	State	Entity type
<input checked="" type="checkbox"/>	School District 18	170	Springfield	OH	School District

> RAL Request Help

DISCARD REQUEST

ADD RELATED ENTITY **EDIT**

FINISH & SUBMIT REQUEST

- If you click the "Entity" button and then "BEN," check the box to the left of the BEN to enable the buttons "Add Related Entity" or "Edit."
- "Add Related Entity" pulls up a list of the entities associated with the BEN. You can add any of the entities on the list to your FCC Form 471.
 - If you want to add a new entity, you must first ask the Client Service Bureau (CSB) to create the entity in your organization's profile. After the new entity has been created, it will then appear on this list.
- "Edit" allows you to edit the same information that appears in the organization's profile. Remember that the profile itself is not updated by any modifications you make here.

Edit Related Entities

Form 471 Modification Request

Would you like to request changes to an entity or this application?

APPLICATION ENTITY ✓

BEN RELATED ENTITIES ✓

Entity Level Changes
Please select Entity to modify

<input type="checkbox"/>	BEN Name	↑	BEN	City	State	Entity type
<input type="checkbox"/>	School District 18 NIF		171	Springfield	OH	Non-Instructional Facility (NIF)
<input checked="" type="checkbox"/>	School District 18 School A		172	Springfield	OH	School
<input type="checkbox"/>	School District 18 School B		173	Springfield	OH	School

[> RAL Request Help](#)

DISCARD REQUEST

REMOVE EDIT

FINISH & SUBMIT REQUEST

- If you click the "Entity" button and then "Related Entities," you will see the current list of entities associated with the BEN on this form. To modify information for an entity, check the box to the left of the entity's name.
- Click "Remove" to omit the selected entity from the application.
- Click "Edit" to edit the same information that appears in the entity's profile. **Remember that the profile itself is not updated by any modifications you make here. This will flag your application so that changes can be implemented during PIA review.**

Edit Related Entities

School Information

School Sub-Type *

Public School
 Private School

Check All That Apply ⓘ

Pre-K
 Head Start
 Adult Education
 Juvenile Justice
 Dormitory

Is this school part of a school district?
Yes

Charter School
 Tribal School
 New Construction School
 ESA School
 BIE

Number of Full Time Students
442

Peak Number of Part Time Students
0

Total Number of Part-Time Students
0

Total Number of Students Eligible for National School Lunch Program(NSLP)
309

Community Eligibility Program (CEP)?
 Yes
 No

CEP Percentage
43.67%


Does this Organization have an Endowment?
 Yes
 No

● ● ●

Supporting Documentation

After making modifications above, please use the fields below for uploading any documentation in support of the modifications. Requests that contain only changes made to the fields below will be considered incomplete and will not be able to be submitted.

Upload File

 Drop file here

Document Description

Scroll down to see all fields, and edit the information. Click **“Submit & Continue”** to go back to the Related Entities table. Continue selecting each entity to edit its information. When done, click on **“Finish & Submit Request.”**

Finding Submitted RAL Modifications

Select Reports from Landing Page

News Tasks (18) Records **Reports** Actions

Universal Service Administrative Co.

Search reports

My Submitted Modification Requests (RAL)
Report for viewing all the submitted Modification RAL Request(s)

Select “View” to see uploaded supporting documents.

RAL Request ID	Application Number	Category	Name/Number	Action	Old Value	New Value	Requested Date and Time ↓	Status	Supporting Document(s) ↓
19323	181036716	Funding Request Details	1799029426	Add Funding Request		Please see uploaded documentation for this request to add an Internet FRN to this Form 471 application due to a ministerial and clerical error.	4/20/2018 11:07 AM EDT	Approved	View